

Screen Title: *Advice of Correction Transaction Screen*

Screen Number: *PM006*

Purpose: The Advice of Correction Transaction Screen (PM006) allows you to change the multiple distribution line number, quantity, unit price, and the account classification code to which the original invoice amounts were applied.

General Information: This screen is used to process corrections to invoices for both no match and matched documents with a status of PAID. This screen allows you to change the multiple distribution line, quantity, and unit price as long as the amount equals the original invoice line item amount.

Exceptions: 1. None applicable

Processes: ◆ Correction

Business Rules: The invoice must have a status of PAID.

The Advice of Correction must be done within the same fiscal year as the original invoice.

Hard Coded Transaction Codes and Values: ◆ None applicable

Required Tables and Values:

- ◆ GL004 – Bureau Code
- ◆ GL001 – Accounting Period Maintenance Screen
- ◆ GL021 – code ACCR
- ◆ GL021 – code CDITEM
- ◆ PM003 – Vendor Invoice Transaction Screen

Forms: None

Reports: None

Advice of Correction Process

The Advice of Correction Transaction Screen (PM006) is accessed from the **PMTRAN** menu. To record an advice of correction, the following fields must be entered:

Field Name	Action
Bureau Code	Press HOME and select the bureau code corresponding to the appropriate invoice and press ENTER . Or type the appropriate bureau code and press ENTER OR TAB .
GL End Date	Press HOME and select the current general ledger end date and press ENTER . Or type the appropriate G/L End Date and press ENTER OR TAB .
Invoice: Type	Press HOME and select the invoice type and press ENTER . Or type the invoice type and press ENTER OR TAB .
No	Press HOME and select the invoice number and press ENTER . Or type the invoice number and press ENTER OR TAB .
AP Trans No	Press HOME and select the AP transaction number and press ENTER . Or type the AP transaction number and press ENTER OR TAB .
Approval:	To approve the correction, type Y and press ENTER OR TAB . Or to commit the information without approving the correction, press ENTER OR TAB .
Item	Press HOME and select the item and press ENTER .
Note	Type a description of the correction and press ENTER OR TAB .
Chg	This flag indicates if a change has been to the item on page 2 of the PM006 Advice of Correction Transaction Screen.

Field Name	Action
Apr	This field indicates the approval routing for the PM006 transaction for matched documents.

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OLD Account Distribution:		Total Amount:	42.93
Item: 1	Type: SF1164 MDL: 1 Fiscal Year: 2000		
Qty: 1.000	Unit Price: 42.9300	Amount:	42.93
ACCS: 14 52N2ACV-P00 16 05-01-01-000 40-01-0005-00-00-00-00 21-40-00-00 0037			

Item:	Type: MDL: Fiscal Year:		
Qty:	Unit Price:	Amount:	
ACCS:			
NEW Account Distribution:		Total Amount:	42.93
Item: 1	Type: SF1164 MDL: 1 Fiscal Year: 2000	ACCS: < >	
Qty: 1.000	Unit Price: 42.9300	Amount:	42.93
ACCS: 14 52N2ACV-P00 16 05-01-01-000 40-01-0001-00-00-00-00 21-40-00-00 0037			

Item:	Type: MDL: Fiscal Year:	ACCS: < >	
Qty:	Unit Price:	Amount:	
ACCS:			

Enter value for : ITEM TYPE	
Count: *1	<List><Replace>

Field Name	Action
Old Account Distribution	This displays the old account distribution and total amount for the line item. If there is more than two multiple distribution lines press the DOWN ARROW to view all multiple distribution lines.
New Account Distribution	This displays the new account distribution and total amount for the line item. This defaults to the old account distribution information. The following fields can be updated with the new account distribution information.
MDL	Type the appropriate multiple distribution line and press ENTER OR TAB .
ACCS	Press F2 to access the ACCS Pop-Up. Type the appropriate ACCS for the line item and press ENTER OR TAB .
Qty	Type the appropriate quantity and press ENTER OR TAB .
Unit Price	Type the appropriate unit price and press ENTER OR TAB .

The Advice of Correction Transaction Screen (PM006) contains the following fields:

Field Name	Description	Attributes	Derivation Source	Query Field
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BUREAU CODE	The code that uniquely identifies a bureau.	Required. To select a valid bureau code, press HOME .	Valid values are maintained in <i>GL004</i> .	Y
GL END DATE	The general ledger end date for recording this transaction. This field defaults to the minimum open accounting period of the current date. The required format for this field is DD-MON-YYYY , e.g., 31-MAY-2000.	Required. To select a valid general ledger end date, press HOME .	Valid values are maintained in <i>GL001</i> .	Y
INVOICE TYPE	A valid accrual document type, i.e., VINV for vendor invoice.	Required. To select a valid accrual document, press HOME .	Valid values are maintained in <i>GL021</i> – code <i>ACCR</i> .	Y
NO	<p>The actual invoice number. This actually consists of two fields. The first or primary invoice number is the actual invoice from the vendor. The second or sub-invoice number is used to reference a single invoice for multiple purchase orders. As only one purchase order document can be referenced for each entry in this screen, you would use the invoice number in the primary field and indicate 1, 2, 3, etc., in the sub-invoice field for each subsequent purchase order.</p> <p>NOTE: If the invoice document was created by the recording of an accrual upon receipt of goods or services in the Receiving Ticket Transaction Screen (PM030) this field reflects the following text 'ACCRUAL XXXXXXXXXX', with 'XXXXXXXXXX' representing the receiving ticket transaction number. As the system looks to the combination of invoice number, vendor number and address ID, and vendor name to determine a duplicate invoice, this text is used to uniquely identify the invoice transaction for the system-generated accrual. However, this value can be overridden.</p>	Required. To select a valid value, press HOME .	Valid values are maintained in <i>PM003</i> .	Y
AP TRANS NO:	The Accounts Payable transaction number.	Required. To select a valid value, press HOME .	Valid values are maintained in <i>PM003</i> .	Y

TRANS NO:	The system-assigned transaction number that uniquely identifies the transaction.	Derived	System generated after approving the transaction.	Y
VENDOR: NO	The vendor number which consists of a primary vendor number and address ID, corresponding to the selected invoice.	Derived	System generated according to the selected trans no.	Y
NAME	The vendor name, corresponding to the selected invoice.	Derived	System generated according to the selected trans no.	Y
APPROVAL	The flag indicating whether the document has passed all system edits and applicable debits and credits have been recorded in the general ledger. When this flag is set to Y , the document is read-only and cannot be updated. Valid values are Y for yes and N for no. This field defaults to N and cannot be changed to Y until all required document fields are completed.	Required	Entered by user.	Y
BY	The name of the person applying the approval. This field defaults to the first and middle initial and last name of the user when the flag is set to Y .	Derived	System generated upon user log-in. Valid values are maintained in <i>GL029</i> .	Y
DATE	The effective date of the approval. This field defaults to the system date when the approval flag is set to Y .	Derived	System generated according to the current day's date.	Y
ITEM	The item number on the invoice or from the source document, e.g., Obligation NOTE: When you enter an item from a source document, the system automatically copies forward values for the following fields: TYPE, MDL, MATCHING, PP TYPE, R, W/H, D, H, EMP NO, FY, ACCS, QTY, UNIT PRICE, PAYMENT: PO, TDO.	Required. To select a valid item number, press HOME .	Valid values are maintained in <i>PM003</i> .	Y
AMOUNT	This field indicates the amount of the line item to be corrected.	Derived	System generated.	Y

NOTE	The field where you may include any notes concerning the transaction.	Optional	Entered by user.	Y
CHG	This flag indicates if a change has been made to the line item of the second page of PM006.	Derived	System generated.	N
APR	This field indicates the approval routing for the PM006 transaction for matched documents.	Derived	System generated.	N
OLD ACCOUNT DISTRIBUTION: TOTAL AMOUNT	The total amount of the original invoice.	Derived	System generated.	N
ITEM	The item number on the original invoice.	Derived	System generated.	N
TYPE	The type of item of the original account distribution.	Derived	System generated.	N
MDL	The multiple distribution line number for the original account distribution.	Derived	System generated.	N
FISCAL YEAR:	The fiscal year applicable for the original account distribution.	Derived	System generated.	N
QUANTITY	The quantity of the item ordered for the original account distribution.	Derived	System generated.	N
UNIT PRICE	The unit price of the item ordered for the original account distribution.	Derived	System generated.	N
AMOUNT	The amount of the original account distribution.	Derived	System generated.	N
ACCS	The account classification code structure for the original account distribution.	Derived	System generated.	N
NEW ACCOUNT DISTRIBUTION: TOTAL AMOUNT	The total amount of the invoice change. NOTE: This Amount must be the same as the old account distribution.	Derived	System generated according to screen input.	N
ITEM	The item number on the original invoice.	Derived	System generated according to original account distribution.	N
TYPE	The type of item on the original invoice.	Derived	System generated according to original account distribution.	N
MDL	The multiple distribution line number for the new account distribution.	Required	Entered by user.	N

FISCAL YEAR:	The fiscal year applicable for the new account distribution. NOTE: The advice of correction must be completed within the same fiscal year as the original invoice.	Derived	System generated according to original account distribution.	N
ACCS	The account classification code structure for the new account distribution	Required. To access the Pop-Up press F2 .	Entered by user.	N
QUANTITY	The quantity of the item ordered for the new account distribution.	Required	Entered by user.	N
UNIT PRICE	The unit price of the item ordered for the new account distribution	Required	Entered by user.	N
AMOUNT	The amount of the new account distribution	Derived	System generated according to screen input.	N
ACCS	The account classification code structure for the new account distribution.	Derived	System generated according to screen input.	N

Error Messages for PM006

Error	Troubleshooting Recommendation
<i>An Unapproved AP Correction Transaction exists for this invoice.</i>	An unapproved AP Correction Transaction exists for this invoice. Please query the specifics of the record you are trying to enter on PM006.
<i>AP Trans No Should not be Null.</i>	The AP transaction number should not be null. Please press LIST for a List of Values and select a transaction number. You must enter a value to progress, the field is mandatory.
<i>At first Record.</i>	You have pressed Previous Record while you were in the first record. There are no records before this record.
<i>At Last Record.</i>	You have pressed Next Record while you were in the last record. There are no records after this record.
<i>Cannot pop-up the LOV for the approved Transaction.</i>	There has been an error in providing a List of Values for the approved transaction. You can view the ACCS as a full string. You will not be able to access the ACCS Pop-Up.
<i>Cannot approve an invoice IF no detail record exists.</i>	The invoice cannot be approved if there is no detail information. Please provide information in the bottom block of the screen.
<i>Cannot delete a previous correction.</i>	You are not able to delete a previous correction.
<i>Cannot delete an approved correction.</i>	You are not able to delete an approved correction.

<i>Cannot determine trans code for item: XXX; mdl XXX</i>	Please check with the person in charge of maintaining your transaction codes. You will need to give that person the details of the record you are trying to post.
<i>Cannot retrieve fiscal year information. No G/L entries created.</i>	The system cannot retrieve fiscal year information. Check GL007 for valid fiscal years.
CONTACT DBA. SYSTEM UNABLE TO SELECT NEXT GL TRANSACTION SEQUENCE NUMBER.	The system was unable to select the next G/L transaction sequence number. Contact your Database Administrator for further assistance.
<i>Correction Already Exists for Item.</i>	An invoice correction already exists for the item.
<i>Deletion not allowed for the Approved Transaction.</i>	You are not able to delete a previous correction.
<i>Enter Y to approve, ELSE enter N.</i>	The valid values for this field are Y and N . Type Y to approve the correction, else type N to not approve.
<i>Error updating maxseqnos. Contact DBA.</i>	There was an error updating maxseqnos. Please contact your Database Administrator for assistance.
<i>Fiscal Year cannot be greater than FY of GL End Date.</i>	The fiscal year you entered is greater than the fiscal year of the general ledger end date. The fiscal year must be less than the fiscal year of the G/L end date. Reenter your fiscal year.
<i>Fiscal year does not exist in GL007.</i>	The fiscal year you entered does not exist in the system. Check GL007 for a list of valid fiscal years.
<i>Fiscal Year should not be Null. Enter the New Fiscal Year.</i>	The fiscal year field should not be null. Please enter a fiscal year to complete the

	screen.
<i>Function not allowed here.</i>	The use of a query function (F11, F12), delete, or Previous Field key is not available here. Press F4 if you want to leave the screen.
<i>Fund is not established in FM001. Failed to insert into G/L.</i>	There was a failure to record the correction in the General Ledger as no funds were established. Check FM001 to verify funding.
<i>G/L End Date for a Prior FY must be in that Fiscal Year or in the Current FY.</i>	The G/L end date for a prior fiscal year must be in that fiscal year or in the current fiscal year. Please reenter the G/L end date.
<i>Insertion not allowed for the Approved Transaction.</i>	You are not able to insert information into an approved transaction.
<i>Invalid AP Trans No.</i>	The Transaction Number that you entered does not exist for an Advice of Correction. Press LIST for a list of valid values.
<i>Invalid Bureau code.</i>	This is an invalid bureau code. Check GL004 for valid and active bureau codes.
<i>Invalid GL End Date.</i>	You have selected an invalid G/L End Date. Press LIST for a valid list of values.
<i>Invalid Invoice Number.</i>	This is an invalid invoice number. Press LIST for a list of valid values and select the correct invoice number.
<i>Invalid Invoice Record. Check the values.</i>	This is an invalid invoice record. Press LIST for a list of valid values and select the correct invoice record.
<i>Invalid Invoice Type.</i>	This is an invalid invoice

	type. Press LIST for a list of valid values and select the correct invoice type.
<i>Invalid Sub Invoice Number.</i>	This is an invalid sub invoice number. Press LIST for a list of valid values and select the correct sub invoice number.
<i>Item No Cannot be Null.</i>	The item number cannot be null. Press LIST for a list of valid values and select the correct item number.
<i>Item Type Cannot be Null.</i>	The item type cannot be null. Press LIST for a list of valid values and select the correct item type.
<i>Line No Cannot be Null.</i>	The line number cannot be null. Press LIST for a list of valid values and select the correct line number.
<i>Error: No correction has been made.</i>	No changes have been made on page 2 in the New Account Distribution block.
<i>No Item selected.</i>	No item has been selected. Please select an item to continue.
<i>ORA: XXXXX or FRM: XXXXX</i>	These errors are Oracle or Forms errors. Please contact your DBA immediately.
<i>See DBA. Cannot SELECT next document number.</i>	The system cannot select the next document number. Please contact your Database Administrator.
<i>The negative amount of item XXX doesn't match the original one.</i>	The system checks to see if the total of MDLs still matches the document total. This must match or the record cannot be approved.
<i>The positive amount of</i>	The system checks to see

<i>item XXX doesn't match the original one.</i>	if the total of MDLs still matches the document total. This must match or the record cannot be approved.
<i>There IS an OPEN G/L End Date in this Fiscal Year. Change GL End Date.</i>	There is an open G/L end date in this fiscal year. You must change the G/L end date.
<i>There is no record exist for this Trans No.</i>	The Transaction Number that you have entered does not exist for an Advice of Correction. Press LIST for a list of valid values.
<i>Invalid Correction Transaction Values.</i>	Every field must be entered on Page 2 of PM006.
<i>ORA: XXXXX or FRM: XXXXX</i>	These errors are Oracle or Forms errors. Please contact your DBA immediately.